



CYNTHIA D. BANKS
Director

**COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY**

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"To Enrich Lives Through Effective And Caring Service"

BOARD OF SUPERVISORS

**GLORIA MOLINA
MARK RIDLEY-THOMAS
ZEV YAROSLAVSKY
DON ENABE
MICHAEL D. ANTONOVICH**

October 05, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#19 OCTOBER 5, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**APPROVAL TO ACCEPT FISCAL YEAR (FY) 2010-11
WORKFORCE INVESTMENT ACT (WIA) AMERICAN RECOVERY AND
REINVESTMENT ACT (ARRA) NATIONAL EMERGENCY GRANT (NEG)
ON-THE-JOB TRAINING (OJT) PROGRAM FUNDS AND EXECUTE CONTRACT AND
CONTRACT AMENDMENTS
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

SUBJECT

This Board Letter requests approval for Community and Senior Service (CSS) to take the following actions: 1) accept FY 2010-11 WIA ARRA NEG-OJT funds; 2) accept future WIA ARRA NEG-OJT grant funds from the State Employment Development Department (EDD); 3) negotiate and execute a contract with Human Services Consortium of the San Gabriel Valley DBA LA Works to provide WIA ARRA NEG-OJT services; and 4) negotiate and execute contract amendments to increase or decrease contract amounts based on contractor performance and availability of funding.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Community and Senior Services (CSS), or designee, to accept up to \$725,462 in FY 2010-11 Workforce Investment Act (WIA) ARRA NEG-OJT funds from the State EDD for the administration and delivery of Program services to help dislocated workers receive training that allows them to upgrade their occupational skills while they earn a paycheck.
2. Authorize the Director of CSS, or designee, to accept future WIA ARRA NEG-OJT grant funds from the State EDD for delivery of Program services to assist eligible groups of dislocated workers.
3. Delegate authority to the Director of CSS, or designee, to execute a contract with Human

Services Consortium of the San Gabriel Valley DBA LA Works, after County Counsel approval as to form effective one day after Board of Supervisors approval through August 31, 2011, with the option to extend the term month-to-month through June 30, 2012. The contract costs are fully financed using WIA ARRA NEG-OJT funding.

4. Delegate authority to the Director of CSS, or designee, to negotiate and execute amendments to the LA Works NEG-OJT contract, to increase or decrease contract amounts based on contractor performance and availability of funding, after County Counsel approval as to form, provided that: a) approval of County Counsel and CEO are obtained prior to any such amendment; and b) the Director of CSS confirms in writing to the Board of Supervisors and the CEO within 30 days after execution that such amendments have been executed.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The County of Los Angeles has been designated by the State as a Local Workforce Investment Area (LWIA) for the purpose of administering WIA Programs. On June 25, 2010, Secretary of Labor Hilda L. Solis announced \$75 million in ARRA NEG-OJT funds for 41 states; California was allocated about \$10 million, of which \$725,462 was allocated to Los Angeles County.

With this program, participants will be given a chance to earn money while they develop applicable occupational skills. Employers participating in the NEG-OJT project will receive partial reimbursement to offset the extraordinary cost of training workers.

The NEG funds will not only deliver OJT services to unemployed people in Los Angeles County, but will build the capacity of the workforce investment system to engage in this critical training model in the months and years to come to assist in economic recovery.

The recommended actions will provide CSS with the authority to accept FY 2010-11 WIA ARRA NEG-OJT funding and execute a contract for the provision of services for the WIA NEG-OJT program through August 31, 2011.

Performance Measures

Performance Measures for the NEG-OJT program are aligned with the County Performance Counts! Initiative. Performance outcomes to be tracked are the number of unemployed workers enrolled in OJT and the number of OJT workers placed in permanent positions who remained employed for up to 12 months with the employer.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Los Angeles County Strategic Plan Goal 2: Children, Family, and Adult Well-Being.

FISCAL IMPACT/FINANCING

The cost of the WIA NEG-OJT program is projected at \$725,462 for FY 2010-11. Of that amount: 1) \$636,462 will be allocated to provide NEG-OJT services; 2) \$37,000 is for program coordination activities; and 3) \$52,000 is for administration.

- Administrative activities typically involve accounting, reporting, and contracting-related activities, including fiscal monitoring.
- Program coordination activities include the development and implementation of uniform NEG-OJT program eligibility, training, and case management policies and procedures for subcontractor guidance, and the provision of programmatic technical assistance to ensure successful project performance.

No new CSS staff will be hired to administer this program. Existing CSS staff with WIA expertise will handle administrative and program coordination activities.

There is no impact on the County general fund, as the WIA-NEG-OJT Program is fully funded with federal WIA Title I NEG funds. Funding for the WIA NEG-OJT Program has been included in the Department's FY 10-11 budget. On July 11, 2000, your Board approved guidelines for the acceptance of State and Federal grants of \$100,000 or more. These guidelines require that County departments prepare a Grant Management Statement prior to the departments carrying out the activities related to the grant. Accordingly, the Grant Management Statement for this grant is attached.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

NEGs are discretionary grants awarded by the Secretary of Labor, pursuant to Section 173 of the WIA, as amended, to provide employment-related services for dislocated workers. The additional resources in the Recovery Act of 2009, for NEG provide a unique opportunity for the system to fulfill a critical role in assisting workers who are facing challenges to retool their skills and re-establish themselves in viable career paths.

The WIA NEG program is designed to provide employment-related services for dislocated workers. The County's NEG-OJT project will target the following sectors: 1) Construction; 2) Manufacturing; 3) Health Care (health services and biomedical field); and 4) Export-oriented industry clusters (fashion, auto design, materials, machinery, and technology (green requirements)). However, the project will remain open to working with appropriate businesses representing industries which are still struggling to recover.

LA Works will lead other WorkSource Centers and community partners in using traditional recruitment systems for outreach to individuals who have been unemployed for a prolonged period of time.

The County's NEG-OJT program will include the following service components: 1) Participant outreach; 2) Intake; 3) Assessment; 4) Development of Individual Employment Plans; and 5) Employment Preparation Skills. The program for each individual participant will last no longer than six (6) months. A total of sixty-five (65) unemployed dislocated workers will be served during the term of the contract.

CONTRACTING PROCESS

The Department conducted a survey on previously procured WIA agencies that could provide this

service. Based on the agencies performance, good standing and capacity to provide the service, the Department chose the agency that had the best results. CSS waived the competitive procurement process based on the Federal Department of Labor Questions and Answers on the OJT NEG Program and Policy which clarified that grantees are not subject to the standards for procurement in 29 CFR 97.36 when the selected agency is an official partner and listed in the grant application. LA Works is listed in the County's grant application. The Los Angeles County WIB has been informed of these recommendations.

Monitoring Requirement

CSS staff will monitor the WIA NEG-OJT program to ensure compliance with program requirements. Any monitoring findings reported will be resolved and training will be provided to the contractor, if necessary, and/or program policies will be developed.

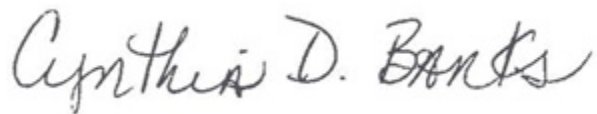
IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will allow for the provision of NEG-OJT services in FY 2010-11, in compliance with new State regulations, to assist unemployed workers to receive training to update their occupational skills while they earn a paycheck.

CONCLUSION

Upon Board approval, please mail one copy of the adopted Board letter to Ms. Sandra Mitchell, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA 90020. Ms. Mitchell may be reached at (213) 738-2717.

Respectfully submitted,

A handwritten signature in dark ink, reading "Cynthia D. Banks". The signature is written in a cursive, flowing style.

CYNTHIA D. BANKS
Director

CDB:OS:MQ:CD:SM

Enclosures

c: Chief Executive Officer
County Counsel
Auditor-Controller
Executive Officer, Board of Supervisors

Los Angeles County Chief Executive Office

Grant Management Statement for Grants \$100,000 or More

Department: Community and Senior Services

Grant Project Title and Description

On June 25, 2010, Secretary of Labor Hilda L. Solis, announced \$75 million in American Recovery and Reinvestment (ARRA) National Emergency Grant (NEG) On-The-Job Training (OJT) funds for 41 states; California was allocated about \$10 million, of which approximately \$725,00 was allocated to Los Angeles County. With this program, participants will be given the chance to earn money while they develop applicable occupational skills. Employers participating in the NEG-OJT project will receive partial reimbursement to offset the extraordinary cost of training workers. The NEG funds will not only deliver OJT services to unemployed people in Los Angeles County, but will build the capacity of the workforce investment system to engage in this critical training model in the months and years to come to assist in economic recovery.

Funding Agency	Program (Fed. Grant #/State Bill or Code #)	Grant Acceptance Deadline
DOL	NEG - OJT	N/A

Total Amount of Grant Funding: \$725,000

County Match: \$ 0

Grant Period: 24 months

Begin Date: 07/01/2010

End Date: 06/30/2012

Number of Personnel Hired Under This Grant: 0

Full Time: 0

Part Time: 0

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant-funded program?	N/A
Will all personnel hired for this program be placed on temporary ("N") items?	N/A
Is the County obligated to continue this program after the grant expires?	No
If the County is not obligated to continue this program after the grant expires, the Department will:	
a.) Absorb the program cost without reducing other services	N/A
b.) Identify other revenue sources (describe below)	N/A
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	N/A

Impact of additional personnel on existing space:

There is no impact on existing space.

Other requirements not mentioned above: There is no impact to the General Fund.

Department Head Signature



Date: 9-22-10